

DUTY STATEMENT
DSH3002 (Rev. 04/05/22)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name	Division Director's Office		
Position No / Agency-Unit-Class-Serial 502-500-5393-702	Unit Office of Human Rights		
Class Title Associate Governmental Program Analyst – EEO Coordinator	Location DSH-Patton		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R01	Work Week Group: 2	Pay Differential N/A
<p>The Associate Governmental Program Analyst (AGPA) functions under supervision of the Staff Service Manager I, Office of Human Rights (OHR). The AGPA serves as an Equal Employment Opportunity (EEO) Coordinator assigned to a hospital. Responsibilities include, but are not limited to, facilitating reasonable accommodations, conducting discrimination complaint intake, processing and tracking EEO inquiries, coordinating and conducting EEO training, providing EEO guidance to staff, supervisors, and managers, providing consultation to the Executive Director, and special projects</p>			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).		
50%	As the hospital designated Reasonable Accommodation Coordinator, review and evaluate all disability and religion based reasonable accommodation requests, engage in the interactive process with employees and management, ensure effective implementation of approved reasonable accommodations, which includes alternate placements. Provide and coordinate ongoing training and guidance of the RA process to the Executive Director, supervisors, and managers.		
20%	Responsible for the day-to-day intake of discrimination complaints filed with the hospital. Responsible for meeting with employees and management on all EEO related matters/inquiries to provide guidance and resource information. Communicates with DSH team members via email, telephone, video conference and in-person. When applicable works with employees and management to resolve concerns through mutual cooperation at the lowest level possible. As needed, refer individuals to the appropriate division within DSH if concerns are outside EEO/OHR jurisdiction. Provide sufficient detail for the assigned EEO Manager to understand the nature of the complaint and determine the relevant parties involved to facilitate a comprehensive investigation of the formal complaint once it has been forwarded to OHR. Maintain a detailed tracking log of all communications and EEO Inquiries with staff and management, and any remedies agreed to if applicable.		

20%	Conduct and facilitate ongoing EEO awareness and compliance training (reasonable accommodation, sexual harassment prevention, NEO, etc.) for rank-and-file employees, supervisors and managers. Maintain a detailed log to monitor and track all EEO training provided at the facility.
5%	Facilitate investigations and compliance agency responses for OHR as needed. Assist in the identification and location of relevant witnesses and documentation, draft and provide written notification of investigative interviews, obtain written statements from relevant witnesses and facilitate confidential investigative interviews.
5%	Assist in the preparation of the department's annual Workforce Analysis report. May serve as the Disability Advisory Committee (DAC) liaison. Participate in various OHR internal workgroups. Conduct ad hoc EEO presentations to staff. Provide input regarding EEO related legislation and policies. Perform other duties as required.
Other Information	<p>DSH is committed to creating a diverse working environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, disability/medical condition, age, military or veteran status, or political affiliation.</p> <p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>Some of the duties may be performed via telework and/or with some flexible scheduling. Independence of action and the ability to manage time and multiple priorities is required. Incumbent may be expected to attend in-office or face to face meetings, and/or may minimally travel throughout California as needed, with prior notice. Use of technology, including but not limited to Cisco Jabber, Microsoft Office, Microsoft Teams, WebEx, Zoom and other virtual platforms is required.</p> <p>Travel to Sacramento when required for staff meetings, training, etc.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <div> <div>Employee's Signature</div> <div>Date</div> </div>

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date